



# CITY COUNCIL

## AGENDA REQUEST

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<b>AGENDA OF:</b>	<b>07-02-13</b>	<b>AGENDA REQUEST NO:</b>	<b>III-I</b>
<b>INITIATED BY:</b>	<b>REENA VARGHESE DIRECTOR SUPPORT SERVICES</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>SUPPORT SERVICES</b>
<b>PRESENTED BY:</b>	<b>REENA VARGHESE DIRECTOR SUPPORT SERVICES</b>	<b>DIRECTOR:</b>	<b>REENA VARGHESE <sup>RMV</sup> DIRECTOR SUPPORT SERVICES</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	<b>CLARK PESCHEL <sup>CWP</sup> BUILDING OFFICIAL</b>
<b>SUBJECT / PROCEEDING:</b>	<b>AUTHORIZE A CONTRACT WITH QUALIFIED CONSTRUCTION INC. FOR OFFICE SPACE RENOVATIONS FOR THE PERMITS AND TREASURY SUITE</b>		
<b>EXHIBITS:</b>	<b>QUALIFIED CONSTRUCTION INC. CONTRACT</b>		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	<b>EUGENIA CANO, FIRST ASSISTANT CITY ATTORNEY</b> <i>Eugenia A. Cano</i>	<b>EXECUTIVE DIRECTOR:</b>	<b>MIKE GOODRUM <sup>MWG</sup></b>
<b>PURCHASING:</b>	<b>TODD REED, CPPB PURCHASING MANAGER</b> <i>(P)</i>	<b>ASSISTANT CITY MANAGER:</b>	<b>N/A</b>
<b>BUDGET:</b>	<b>JENNIFER BROWN <sup>JB</sup> DIRECTOR OF BUDGET AND RESEARCH</b>	<b>CITY MANAGER:</b>	<b>ALLEN BOGARD <sup>Allen Bogard</sup></b>
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED: \$</b>		<b>83,800.00</b>	
<b>CURRENT BUDGET: \$</b>		<b>249,533.11</b>	
<b>ADDITIONAL FUNDING: \$</b>		<b>0</b>	
<b>RECOMMENDED ACTION</b>			
Authorize a contract with Qualified Construction Inc. for office space renovations for the Permits and Treasury suite at City Hall.			

## EXECUTIVE SUMMARY

In order to achieve optimum space and improve customer service needs, the Permits and Treasury suite is requesting renovation of the current office space. Facilities management has worked closely with these two areas to develop a conceptual plan for the proposed renovations. Originally, when the Permits area was constructed, the department was staffed with only two permit clerks and their duties were focused on issuing building permits. Since then, the role of Permits has changed to include reviewing plans with the customers as well as assist with credit card payment processing. The current Permits side does not have sufficient work space to accommodate the ability to review permit submittals with the customer, or allow each clerk to accept credit card transactions due to the lack of payment drawers and credit card terminals at each clerk's desk.

Presently, permitting staff is unable to accept payments other than credit cards from customers, for which they all share one credit card terminal. Customers wishing to pay by cash or check must make the payment at the Treasury window and in cases, return to the permit clerk for final processing. A more efficient process would allow the permit clerks to accept check and credit card transactions for efficient and improved customer service, and have a functional desk that would include a cash drawer, credit card terminal and their related equipment. Currently, there is insufficient IT infrastructure to accommodate credit card terminals at each permit clerk's desk. The IT Department will assist with the necessary improvements to this area as well.

The proposed space allocations would accomplish multiple goals:

- Meet the current and projected growth needs
- Meet the current expansion needs
- Improve customer service and reduce wait time
- Meet the functional needs of the Permits and Treasury space

Bids were opened on June 6, with Qualified Construction Inc. submitting the lowest qualified bid out of four. The vendor has successfully completed projects for the City in the past. This Project consists of renovation of approximately 4,500 square feet of the existing City of Sugar Land Permits and Treasury office space. Phase I consist of relocating the office equipment and storage rooms in the Treasury back office space area to optimize available space, expanding the existing corridor, a meeting room, and redefining the existing shell space. This work can be completed during regular business hours. Phase II consists of renovating existing offices to provide sufficient and useable space, expanding the customer service Permit Clerk counters new file room, & open work area. Both phases of the project include all architectural, mechanical, electrical, plumbing, fire alarm system, telecommunications and cabling. All Phase II work will be completed after business hours.

Bidding Agency	Date/Time Received	Bid Bond	Total Bid
WILSON BUILDING SERVICES	6/6/2013 @ 9:04 a.m.	Y	\$106,796.70
QUALIFIED CONSTRUCTION	6/6/2013 @ 10:22 a.m.	Y	\$83,800.00
CZS DEVELOPERS	6/6/2013 @ 10:04 a.m.	Y	\$85,444.70
PYRAMID CONSTRUCTORS	6/6/2013 @ 10:51 a.m.	Y	\$194,342.70

Funding is available in the Facilities Renovation project (MU1303). The construction duration is 90 calendar days. The construction work should not disrupt customer service, as work will be done after office hours.

The Support Services Department recommends the City Council approve a contract with Qualified Construction Inc. for the Permits and Treasury Suite renovation project in a maximum amount of \$83,800.

## EXHIBITS

**CITY OF SUGAR LAND**  
**STANDARD CONTRACT FOR GENERAL SERVICES**  
Over \$50K - Form Revised 5/17/10

**I. General Information and Terms.**

Contractor's Name and Address:      Qualified Construction, Inc.  
11803 N. Garden Street  
Houston, TX 77071

Description of Services:              Provide all labor, materials, equipment, services, and work  
necessary to construct, erect, install, equip and complete  
the Treasury and Permit Office Build-Out at City Hall

Maximum Contract Amount:          \$83,800

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III C)

**II. Signatures.** By signing below, the parties agree to the terms of this Contract:

**CITY OF SUGAR LAND**

**CONTRACTOR:**

\_\_\_\_\_  
City Manager or Assistant City Manager

By:  \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM: